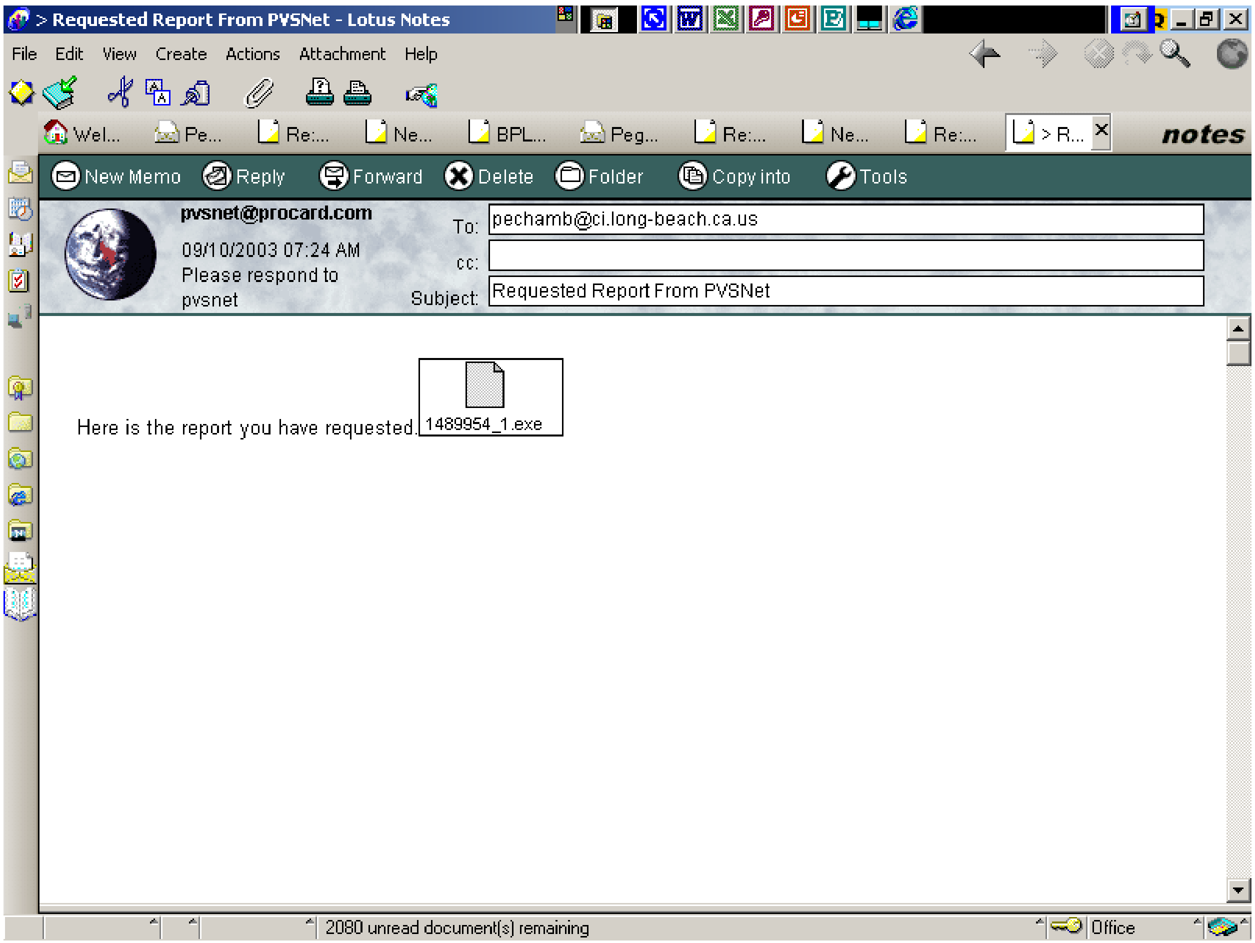
PVS Net Statement of Account Overview

If you have at least one transaction, Bank One will email you your Statement of Account. The email will show transactions that posted the previous week. You will also receive an email at the end of the billing cycle (normally the billing cycle ends on the 4th of the month unless that date falls on a weekend). It will look like this. Double click on the file name to launch it.



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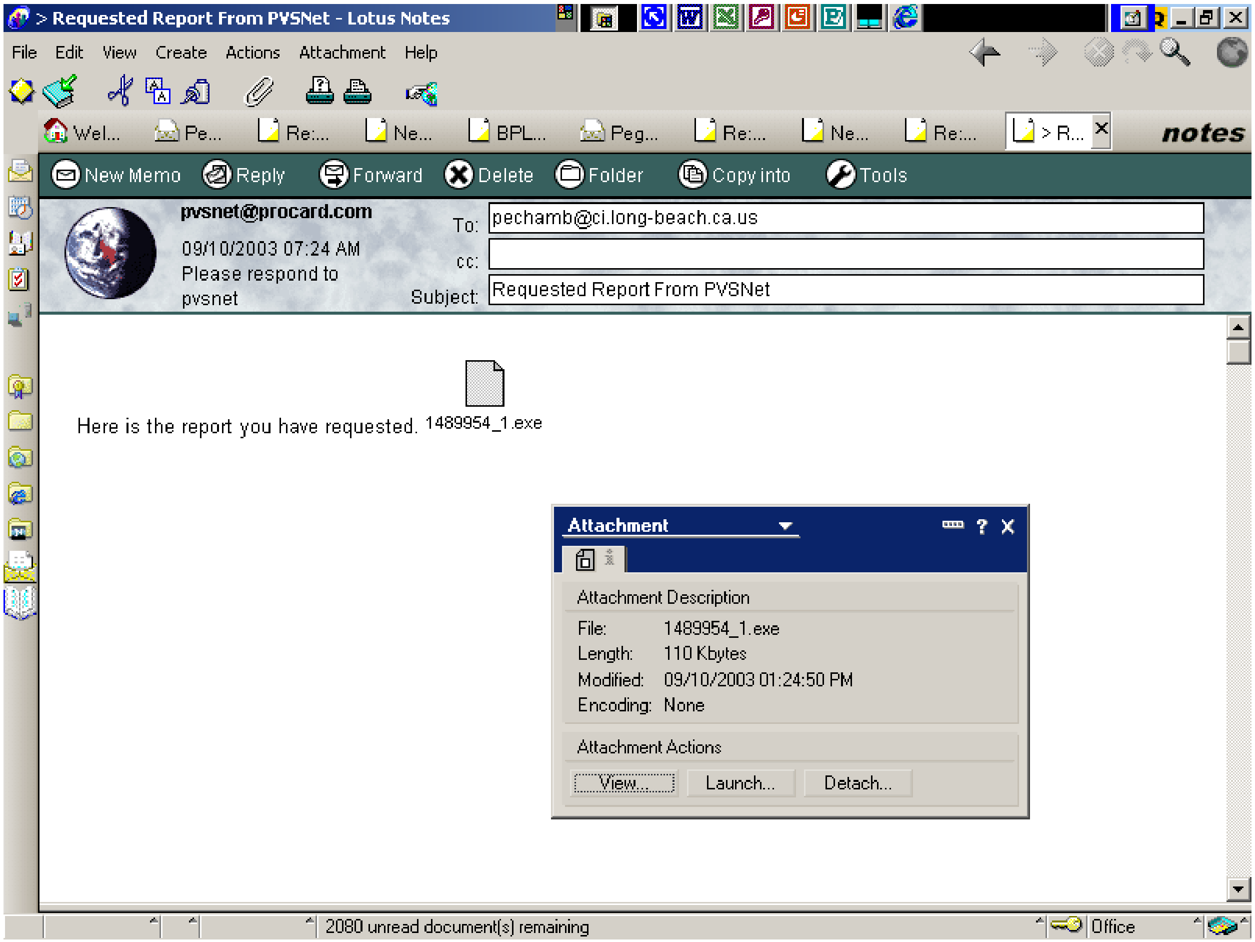
After you double click on the document box, you will see this box. Click on LAUNCH.



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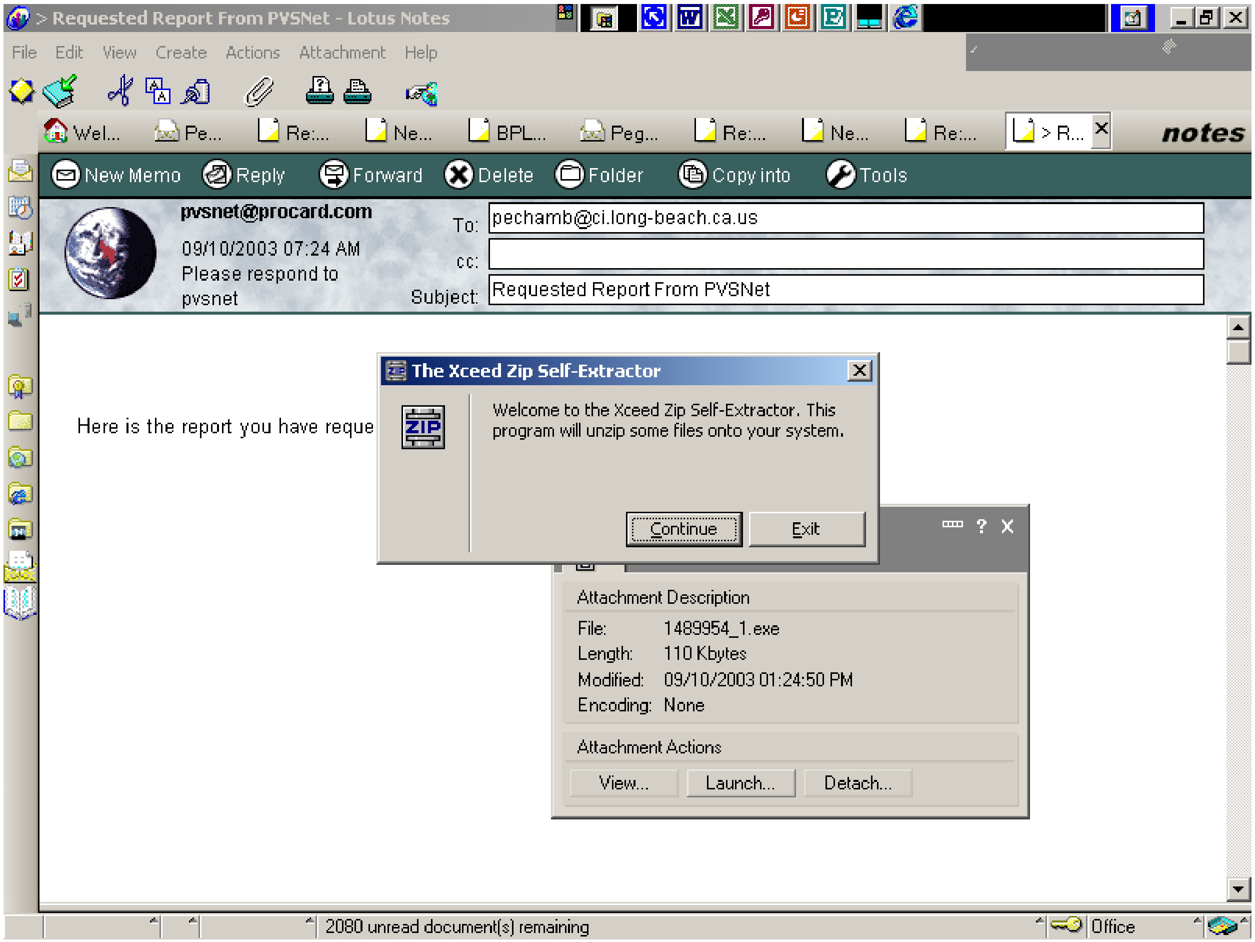
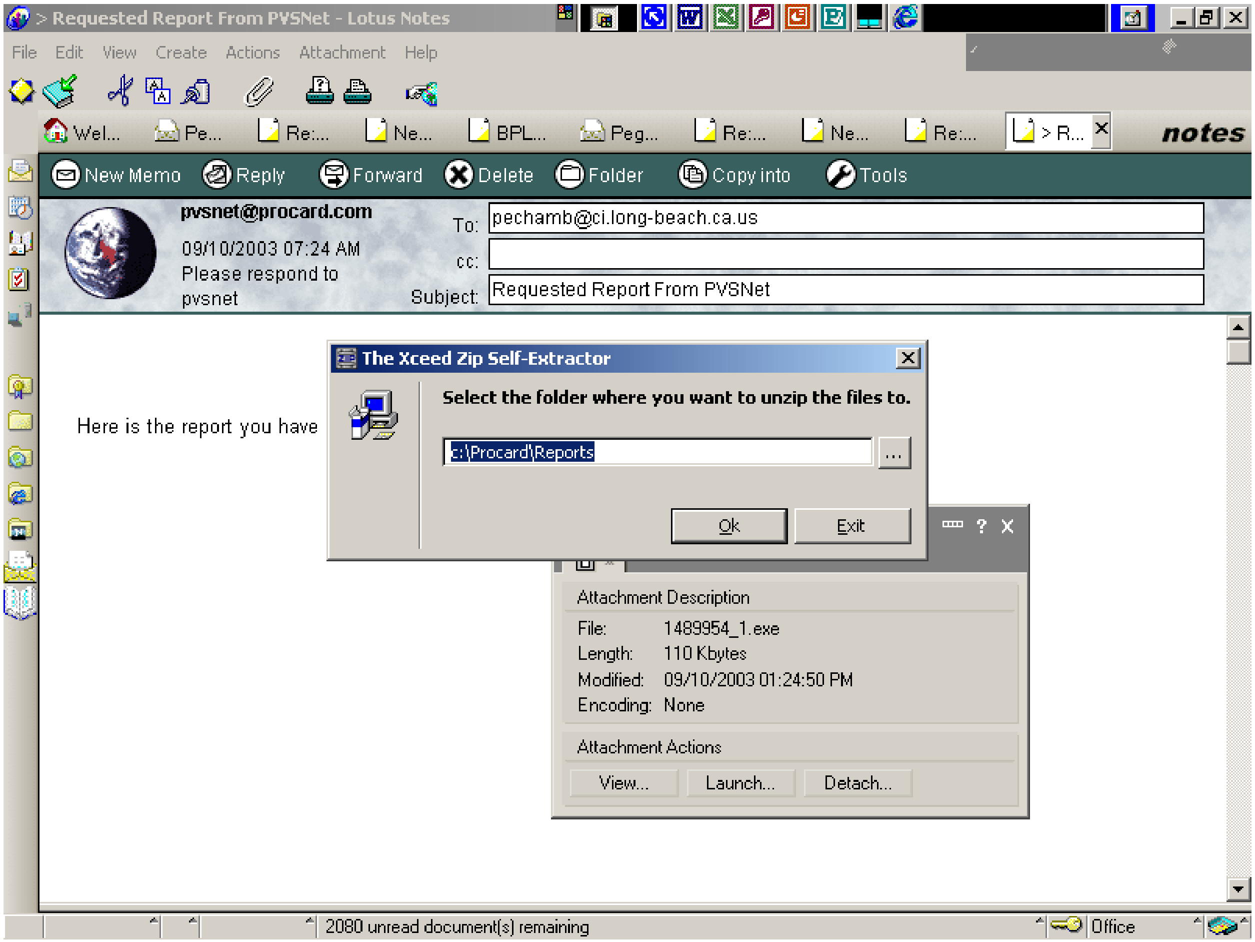
That will open a new box….click on CONTINUE.



You will be asked if you want to unzip the files to C:\Procard\Reports. You can change the default but if you change it to something else you will always need to change it to that directory. It is recommended that you accept the default directory.



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After the program finishes unzipping the files, you will receive the message “All files were successfully unzipped.” At this point, you should open My Computer. Find C:\Procard\Reports, open it and locate your report (it has an extension of RTF). Clicking on it should launch Word. The weekly statement can be printed or not but should be used to reconcile with the cardholder’s transaction log. The monthly statement must be printed, signed by the cardholder and cardholder’s manager and saved with the transaction log and receipts. You should also save this report on your hard drive with a name that will make sense to you later (for example, “statement person’s name date”). If you do not receive the email, contact either the Pcard Administrator (Peggy 86363) or your on-line approver.